

NEW EMPLOYEE CHECKLIST

The following is a list of the forms and information required to process your employment paperwork.

All forms must be returned promptly to avoid any delay in receiving your paycheck.

EMPLOYMENT FORMS:

- ☐ [Employee Demographics Form](#)
- ☐ [Criminal Records Check \(CORI\) Sexual Offender Records Check \(SORI\) Acknowledgment Form](#)
- ☐ National Fingerprint Based Background Check. If previously completed for another district, we can request a *Letter of Suitability*. Otherwise, please schedule a fingerprinting appointment using the included [instructions](#) (fee reimbursable).
- ☐ Universal Payroll [Direct Deposit Authorization Form](#)
- ☐ [Form W-4](#) Employee's Federal Withholding Certificate
- ☐ [Form M-4](#) Employee's Massachusetts Withholding Certificate
- ☐ [Form I-9](#) Employment Eligibility Verification (*two valid forms of ID required*)
- ☐ [Social Security Form](#) SSA-1945 (*Employee ID fields may be left blank*). Municipal and School Department employees do not contribute to Social Security. Instead, employees pay into a retirement system based on their position.

RETIREMENT FORM(S):

- ☐ [OBRA Form](#): Required for employees working less than 20 hours per week.
- ☐ [Berkshire County Retirement Member Enrollment Forms](#): Required for employees working 20+ hours per week whose positions do not require DESE licensure. (*copies of your birth certificate, and if applicable, marriage certificate and military discharge form (DD214) required*)
- ☐ [Massachusetts Teachers' Retirement System \(MTRS\) Information Form](#): Required for teachers and other DESE-licensed positions. The Payroll & Benefits Administrator will begin your enrollment and you'll receive an email with instructions to complete your portion. Please complete this promptly once received.

BENEFITS:

- Insurance benefits are available to any permanent employee scheduled to work **20 or more hours per week**. Each district has its own health insurance plans, rates, and enrollment process, which are managed by the Town Hall for that district.
- Newly hired employees have **30 days from their start date** to enroll in benefits.

- **Declining Health Insurance Coverage (HIRD Form):** If you choose **not** to enroll in health insurance at this time, you must complete and sign the *Declination of Coverage (HIRD)* form. You may enroll later during open enrollment or following a qualifying life event.
- Please contact the **Town Hall in the district where you have been hired** to review plan options, rates, and complete your enrollment paperwork.

Clarksburg Town Hall

111 River Rd, Clarksburg, MA 01247

Phone: (413) 663-7940 Ext. 4

Email: TaxCollector@clarksburgma.gov

Office Hours:

Monday - Thursday: 8:30 AM - 3:00 PM

Friday: by appointment only.